

NVBA Board Responsibilities

Approved by the Board: TBD

The Northern Virginia Beekeepers Board of Directors “the Board” shall:

1. **Determine mission and purpose.** It is the Board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. **Ensure effective planning.** The Board should actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
3. **Monitor and strengthen programs and services.** The Board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
4. **Ensure adequate financial resources.** One of the Board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
5. **Protect assets and provide proper financial oversight.** The Board must assist in developing the annual budget and ensuring that proper financial controls are in place.
6. **Build a competent board.** The Boards has a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
7. **Ensure legal and ethical integrity.** The Board is ultimately responsible for adherence to legal standards and ethical norms.
8. **Enhance the organization's public standing.** The Board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

In accordance with the Articles of Incorporation and the Bylaws the NVBA Board directors/officers shall have the following responsibilities:

1. **President.** The President shall be responsible to:
 - a. Oversees board and executive committee meetings
 - b. Works in partnership with officers to make sure board resolutions are carried out
 - c. Calls special meetings if necessary
 - d. Appoints all standing committee chairs, and with the board, recommends who will serve on committees
 - e. Assists secretary in preparing agenda for board meetings
 - f. Assists in conducting new board member orientation
 - g. Works to recruit new board members as needed
 - h. Acts as an alternate spokesperson for the organization
 - i. Periodically consults with board members on their roles and helps them assess their performance
2. **Vice President.** The Vice-President shall be responsible to:
 - a. Carry out special assignments as requested by the President
 - b. Understand the responsibilities of the President and be able to perform these duties in the President's absence
 - c. Participate as a vital part of the board leadership
3. **Secretary.** The Secretary shall be responsible to:

- a. Ensure the security and accuracy of all board records, to include membership records (in collaboration with the Treasurer).
 - b. Review board minutes
 - c. Assume responsibilities of the chair in the absence of both the President and the Vice President
 - d. Provide notice of meetings of the board and/or of a committee when such notice is required
 - e. Maintain a compilation of ongoing tasks and projects that require board action. Review of this listing should be a priority at each board meeting.
 - f. Manage the preparation and distribution of the association's internal and external communications, including correspondence, to include:
 - i. The preparation and distribution the association's newsletter
 - ii. The association's web and social media presence (twitter, Facebook, Instagram, LinkedIn and other similar accounts)
4. **Treasurer.** The Treasurer shall be responsible to:
- a. Understand financial accounting for nonprofit organizations
 - b. Serve as the chair of the finance committee, if one is created
 - c. Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
 - d. Ensure that appropriate financial reports are made available to the board on a timely basis
 - e. Present the annual budget to the board for approval
 - f. Review any audit or independent financial review and answer board members' questions about the audit or financial review.
 - g. Manage all association owned assets and equipment, to include:
 - i. The association's books
 - ii. Association honey extraction equipment
 - h. Prepare and submit all required tax documents.
5. **Director-at-Large.** The Director-at-Large shall be responsible to:
- a. Manage all technical bee management activities, specifically the Director-at-Large shall oversee and manage the:
 - i. Nucleus colony program
 - ii. Queen rearing program
 - iii. Swarm and bee recovery programs
 - iv. Club apiaries or their equivalent
 - b. Oversee the organizations efforts to enhance NVBAs public standing, specifically to manage the association's outreach efforts.
6. **Past-President.** The Past-President provides continuity to the Board.